



General
Services Administration
Information Security
Oversight Office

Washington, DC 20405

86-0081

January 6, 1986

AD/A DEISTRY

FILE: 70-7

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

The first phase of the Information Security Oversight Office's (ISOO) effort to standardize security forms is now complete with the issuance of the six standard forms listed in the enclosed final rule amending Section 2003.20 of 32 CFR, Part 2003. These forms incorporate all substantive suggestions received in response to our letter of July 17, 1984. The enclosure also explains the intended use of each form and gives procurement instructions.

To allow user agencies to become familiar with the forms immediately after publication, the ISOO had a small stock printed. We enclose 40 copies for your use. This mailing exhausts our stock and all future orders must go through regular channels.

The standardization project also included a draft "Top Secret Access and Control Record" form. Accommodating the numerous requests for change we received on this form would have unnecessarily delayed publication of the entire set. We opted instead for incorporating the suggested changes in a revised form which we intend to circulate as part of the draft standard forms included in the second phase of the standardization project.

We have begun work on the next phase of the standardization project and we will keep you posted of developments. In the meantime, if you have any questions concerning the enclosed forms please call either Ethel R. Theis or Laura L. S. Kimberly of this office, at 535-7251.

Sincerely,


STEVEN GARFINKEL
Director

Enclosures